

MAJOR USE PERMIT: MINOR DEVIATION (WIRELESS FACILITIES)

Use ONLY for Email Submittals

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING		\$740		2635
DPLU ENVIRONMENTAL				
DPW ENGINEERING				
DPW INITIAL STUDY REVIEW				
STORMWATER				
DEH	SEPTIC/WELL			
	SEWER			
DPR				
INITIAL DEPOSIT \$740				

VIOLATION FEE \$740

* **See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

NEW: Use our [Discretionary Permit Cost Guide!](#) to get an idea of how much the County portion of your project may cost.

- Please read and follow instructions Step by Step!! -

Step 1:

All forms listed under **(Step 1)** have “Data Entry Form Fields” and must be completed and signed. **IMPORTANT: One (1) single complete PDF file must be created for each DPLU Form and also for each entire Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc.**

You may have to compress the files, or send multiple emails for the same project if you have to send “large” attachments, images, plans, etc. Do not “split-up” PDF files, they must be complete.

Email all PDF files to each email listed below:

Dag.Bunnemeyer@sdcounty.ca.gov

Jarrett.Ramaiya@sdcounty.ca.gov

Lisa.Robles1@sdcounty.ca.gov

--- Plot Plan **(see note #2 below)**

015 Applicant's Guidelines & Agreement for Online Submittals for Wireless Facilities

346 Discretionary Permit Application Form

346S Supplemental Application Form

LUEG:SW Stormwater Intake Form for Development Projects

Step 2:

DPLU will then review the submitted PDF files and determine if the emailed application package is complete. Once the application package is determined complete, all DPLU forms listed under (Step 2) must be filled-in, printed, “wet” signed and mailed or delivered as “Hardcopies”, along with Initial Deposit and a completed Public Notice Package.

\$\$\$ Check with correct dollar amount as determined by PM
346 Discretionary Permit Application Form with “wet” signature: **One (1) hard copy.**

All forms listed below are informational only and shall not be submitted.

These are available at: [DPLU Zoning Forms.](#)

906 Signature Requirements
 215 Minor Deviation Minimum Requirements Checklist
 ZC001 Defense and Indemnification Agreement
 ZC090Z Typical Plot Plan

NOTES:

1. **One (1) single complete PDF file must be created for each DPLU Form and also for each entire Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc. Do not “split-up” files, they must be complete.**
2. **Plot plans, elevation drawings, etc. (must be at least 11” x 17”). Plot plans must be drawn in standard engineer scale.**
3. Provide on the plot plans a summary table and square footages of all existing and proposed structures/ uses.
4. Provide a detailed description of proposed Minor Deviation.
5. **Create and Print on the Plot Plans a Cumulative Change Table** (see example below). Indicate proposed change in percentage (%). Any changes of less than 10% require approval of a Minor Deviation and any changes of more than 10% require approval of a Modification of the approved discretionary permit.

Cumulative Change Table (example)

Project #	Approved Square Footage	Description	Percentage Change
P00-000	18,580	Retail Store	Baseline
P00-000M ¹	19,741	Retail Store & addition	Plus 6.25%
P00-000M ²	20,066	Retail Store, addition & storage area	Plus 1.75%
P00-000M ³	Proposed 20,345	Retail Store, addition & storage area addition	Plus 1.50%
Net Change	1,765	Retail Store, addition & storage area addition	Total 9.5%

*This project has brought the net change to 9.5%. Any future changes may not exceed 0.5% in order to qualify for a Minor Deviation.

Any change beyond a cumulative 10% requires approval of a Modification.

(Continued on next page)

6. **Cell Sites Adding Generators:** Existing approved projects that are adding generators require a modification to the existing permit. Also, do not accept DPW money as they don't need to review. There is no distribution to DPW. Put a note on the DPLU-346 Form telling PPS not to distribute to DPW.